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Approved For Release 2003/04/29 : CIA-RDP84-00750R0006000050008-5

ROUTING AND RECORD SHEET

74-4904/B-43

SUBJECT: (Optional)

DD/A Registry

File

Personnel-5

FROM: Deputy Director for
Administration

EXTENSION

NO.

Headquarters

DATE

22 NOV 1974

STAT

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Director of Central
Intelligence

11/22 11/23

2.

3.

4.

5. Deputy Director for
Administration

11/26/74

6.

7.

8.

STAT

Attention:

9.

10.

11.

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13.

14.

15.

Attached as Tab A is a suggested letter to the Chairman, U.S. Civil Service Commission concerning action in response to the President's directive that appointments and promotions in the career service must be made without regard to politics, creed, race, or sex.

Attached as Tab B is a proposed Headquarters Notice on the integrity of the merit system.

The letter has been coordinated with the IG office.

5-7 Person telephone discussion, please:

A. Arrange for expedite publication of the notice.

B. Consider putting copies on the official bulletin boards ASAP

FU/DDA.
STAT

FORM
3-62

610

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Executive Registry
74-4904/B

Honorable Robert E. Hampton
Chairman
United States Civil Service Commission
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that all appointments and promotions will be made on a merit basis, and without consideration of the individual's race, creed, sex, or political persuasion. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals, and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974, which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission, and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed, or sex.

Sincerely,

(s) W. E. Colby

W. E. Colby
Director

SUBJECT: Letter to Mr. Robert E. Hampton, Chairman, Civil Service
Commission from the Director -- Appointments and
Promotions in the Career Service

ORIGINATOR:

/s/ John F. Blake

21 NOV 1974

John F. Blake
Deputy Director
for
Administration

(Date)

Distribution:

- Original - Adse
- 1 - Signing Official
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - DO/A
- 1 - Director of Personnel
- 1 - Inspector General

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74-4904/3

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This Notice is Current Until Rescinded.

STAT

PERSONNEL

23 NOV 1974

INTEGRITY OF THE MERIT SYSTEM

1. The purpose of this notice is to bring the attached Presidential memorandum to the attention of all Agency employees, particularly managers and supervisors. In this regard, I wish to again emphasize that all aspects of personnel management in the Agency will be administered without regard to politics, race, creed, or sex.
2. Any employee who has a basis for believing that personnel laws or rules are being violated can provide the Inspector General the facts without fear of reprisal, with the assurance that appropriate inquiry and action will follow.
3. As I stated in my meeting with Agency executives on 7 November 1974, I shall personally monitor progress in the application of the principles of Equal Employment Opportunity through the Annual Personnel Plan and the Personnel Development Program. I ask all employees to give their best effort toward the accomplishment of these objectives.

W. E. Colby
Director

Attachment

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY

FOR IMMEDIATE RELEASE

September 20, 1974

Office of the White House Press Secretary

THE WHITE HOUSE

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that --- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

GERALD R. FORD

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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

October 7, 1974

DD/A 74-4170

PERS 74-4676

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his memorandum of September 20, President Ford spoke of a career civil service free from political considerations and called upon each of us to see to it that "the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out" Our charge is clear.

We must all turn our immediate attention to specific actions that can be taken to insure that appointments and promotions within the career service are based solely on merit and without regard to either politics, race, creed or sex. Moreover, we must make certain that all personnel actions relating to competitive positions themselves, including the way they are described, the way they are established, and the way we seek qualified people to fill them, meet both the letter and the intent of applicable personnel laws and regulations.

I know that you will want to take steps to insure that every executive, manager, and supervisor within your agency is both fully aware of the President's memorandum and is personally committed to the integrity of day-to-day personnel operations. Employees who have a basis for believing that personnel laws or rules are being violated, and the matter is not appropriate for the grievance or appeals procedures, should know that there is an official within each department or agency to whom they can provide the facts, without fear of reprisal, and that appropriate inquiry and action will follow. In addition, I urge that you utilize your own internal systems of personnel management evaluation as an essential element in assuring continuing compliance with personnel laws and merit principles.

Obviously, there are a number of actions that can and must be taken to insure compliance with the President's memorandum. I would appreciate hearing from you by November 29 regarding the particular actions you have taken to carry out the President's instructions.

The Commission will be taking further initiatives in this regard, in addition to those we have under way already and, as always, we stand ready to assist you in this effort by providing upon your request appropriate briefings and advice and assistance on particular questions or problems that might arise.

Robert E. Hampton
Robert E. Hampton
Chairman

FOR IMMEDIATE RELEASE

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GERALD R. FORD